

Message Text

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FM SECSTATE WASHDC
TO AMEMBASSY BRIDGETOWN PRIORITY

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E.O. 11652: N/A

TAGS: OCON, AFSP, OAS

SUBJECT: OAS 7TH GENERAL ASSEMBLY, JUNE 14-24, 1977

1. THE DEPARTMENT IS AWARE OF PROBLEMS EMBASSY IS FACED WITH IN SUPPORTING U.S. DEL TO SUBJECT CONFERENCE. THE PURPOSE OF THIS MESSAGE IS TO APPRISE EMBASSY OF REQUIREMENTS FOR THIS SUPPORT, TO LEARN OF THE EXTENT TO WHICH EMBASSY CAN PROVIDE SUPPORT, AND TO FIND OUT WHAT COMMERCIAL ENTERPRISES ARE LOCALLY AVAILABLE THAT THE DEPARTMENT COULD CALL ON FOR SUPPORT USING CONTRACT AUTHORITY IF NECESSARY.

2. FOLLOWING ARE PRELIMINARY, REPEAT PRELIMINARY, ESTIMATES REGARDING SIZE OF USDEL AND STAFF AND NEEDS WHICH MAY BE HELPFUL TO EMBASSY.

A. TENTATIVE PLANS ARE FOR A USDEL OF 20 PERSONS. TO THIS MUST BE ADDED A USDEL STAFF OF 6, APPROXIMATELY 4 TDY COMMUNICATORS AND 6 TO 8 MSGS.

B. ACCOMMODATIONS: BASED ON ABOVE, LODGINGS

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(SINGLE ROOMS) SHOULD BE RESERVED FOR ALL EXCEPT HEAD OF USDEL WHO SHOULD HAVE A SUITE. USDEL SHOULD BE HOUSED IN SAME HOTEL. SINCE NO EMBASSY SPACE IS AVAILABLE, A SUITE FOR USE AS USDEL OFFICE - 3 TO 4 ROOMS - SHOULD BE RESERVED. EMBASSY SHOULD PLAN ON A MINIMUM OF 50 ROOMS.

EMBASSY SHOULD EXPLORE THE POSSIBILITY OF LEASING ONE OR

TWO OF THE SMALLER HOTELS, FOR EXAMPLE, IF ENTIRE U.S. PARTY COULD NOT BE LODGED IN THE HOLIDAY INN.

3. TRANSPORTATION: ONE VEHICLE WILL BE REQUIRED FOR HEAD OF USDEL. ADDITIONAL VEHICLES MAY BE NEEDED DEPENDING ON LOCAL PUBLIC TRANSPORTATION, AND DISTANCE OF USDEL FROM CONFERENCE SITE. ADVISE DEPARTMENT OF ESTIMATED DAILY COST OF VEHICLE RENTAL.

4. OFFICE EQUIPMENT AND SUPPLIES: ADVISE REGARDING AVAILABILITY OR ESTIMATED RENTAL COST OF THE FOLLOWING:

- A. FOUR IBM SELECTRIC TYPEWRITERS
- B. XEROX MACHINE OR SIMILAR TYPE COPIER
- C. SIX DESKS AND CHAIRS
- D. CONFERENCE TABLE (FOR USDEL) AND CHAIRS
- E. TWO BAR LOCK FILE CABINETS
- F. MISC. OFFICE SUPPLIES (PAPER, FOLDERS, TELEGRAM FORMS, ETC.)
- G. SHELVEING OR OTHER MEANS FOR TEMPORARY STORAGE AND FILING OF DOCUMENTS.

5. TELEPHONES: USDEL WILL NEED MINIMUM OF TWO DIRECT LINES, EACH WITH AN EXTENSION. ADVISE ESTIMATED COST.

6. ABOVE RELATES ONLY TO USDEL REQUIREMENTS. SECRETARY'S REQUIREMENTS AND RELATED INFO WILL BE SUBJECT OF SEPTTEL.

7. OFFICE OF INTERNATIONAL CONFERENCES PLANNING TO SEND UNCLASSIFIED

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AN OFFICER TO GRENADA IN NEAR FUTURE FOR PURPOSES OF A SITE SURVEY. EMBASSY WILL BE INFORMED WHEN ITINERARY IS FIRM.
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